

Quincy College

Distance Education, Arranging for Proctored Assessments

If you live outside of Quincy, MA and/or cannot come to Quincy College campus for scheduled online proctored exams:

You can arrange to take your test elsewhere under the supervision of an approved *proctor*; that is, someone authorized by your QC instructor to conduct the test. Just follow the step-by-step guidelines for alternative testing to make the necessary arrangements. Please note that use of alternative testing is at the discretion of the instructor; please contact them as soon as possible to consider what arrangements need to be made.

Acceptable Proctors

- Official testing centers
- Certified librarians at a school, university or public library
- College or university administrators and instructors
- Educational officers of a corporation,
- Officer of United States Military

Unacceptable Proctors Include:

- Relatives or spouses/partners
- Friends
- Co-workers or business associates
- Peers
- Undergraduate students
- Athletic coaches

Student Responsibilities

- Make arrangements with a proctor *as soon as possible!* (at a minimum of four (4) weeks before the scheduled assessment event). Give the proctor the instructor's email address and have the proctor contact the instructor.
- Let your proctor know if your assessment is done on paper or computerized before setting an appointment as they may not be able to accommodate you if your exam is computerized.
- Submit your proctor choice, using the proctor verification form, to the instructor as soon as possible, or at a minimum of three (3) weeks before the exam date.
- Check with your proctor before your exam is scheduled to make sure they have all the information needed.
- Pay any testing fees, if applicable.
- Be aware of time limits on your exam and keep track of the time.
- Notify instructor if the proctor feels the exam procedure has been compromised.

Quincy College Distance Education

Thank you for taking the time to proctor an examination for a student of Quincy College. By filling out the information required on this form, you are explicitly implying that all information is true and accurate to the best of your knowledge. If you meet or exceed the qualifications stated and agree to the terms of the proctor, please complete and submit this form. If you have any questions regarding your responsibilities, please contact the course instructor at _____

Course: _____ **Examination Date:** _____

Instructor: _____ **Semester/Year:** _____

Student Information:

Name _____ Student ID# _____

Address _____

City _____ State _____ Zip Code _____

Phone number during business hours: () _____

Proctor Information: *(Signature on this line verifies that you meet the required standards and administered the exam according to the instructor's specifications)*

Signature: _____

Print Name: _____ Position/Title _____

Educational Institution _____

Business Address _____

City _____ State _____ Zip Code _____

Phone number during business hours: () _____

Email Address: _____

(Note: Assessment documentation can be sent only to a business address, not a residential address.)

Assessment Information:

Assessment Address _____ Assessment Date _____

I hereby certify that the proctor is not related to me in any way.

Student Signature _____ Date _____

Please return the completed form to the instructor or FAX to _____

DO NOT WRITE BELOW THIS LINE

Proctor approved by: _____ Verification Source: _____

Assessment Distribution Date: _____ Mailed by: _____

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800-698-1700 | quincycollege.edu

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Proctor Agreement and Verification Forms:

Proctors must hold one of the following positions:

- Public or Private School Superintendent, principal, counselor, or teacher
- Certified Librarian (city, county, etc)
- Professional staff member of the adult or continuing education office, counseling center, testing center, or a professor of a college or university.
- Dean or Registrar of a college or university
- Civil Service examiner
- United States Military Officer

The proctor agrees to the following responsibilities:

- Verify the identity of the student using a government issued photo id
- Provide a professional or organizational (non-personal) email address to receive assessment materials.
- Receive the assessments or passwords from the instructor and keep them in a secure place.
- Notify the student of what they are allowed to use during the assessment (i.e. notes, calculator etc), as described on the letter received with the assessment documentation.
Cell phones and PDAs must be turned off and put away.
- Make sure the student is aware of the time limit on the assessment; proctors do not need to keep track of time for the student.
- Supervise the student during the assessment. This includes following all instructions, identifying the student with a photo ID.
- Terminate the assessment if the testing procedure is compromised due to the student's improper conduct. Notify the instructor as soon as possible.
- For paper assessments, return them to the instructor by mailing, faxing or scanning all documentation and emailing it to the instructor. The process for returning the assessment will be decided by the instructor and the proctor.
- If you receive the assessment electronically, the file must be deleted within 24 hours after completion of the by the student. If you receive the exam via fax and do not administer it to the student, it must be mailed back to the instructor.

Quincy College Policy 05-18: Verification of Student Identity for Distance Education

This policy establishes processes to verify that the student who registers in distance education or correspondence education courses or programs is the same student who participates in and completes the course or program and thus receives the academic credits. Quincy College offers on line courses in which student identity verification protocols include a secure login and password for course work and group discussion. In addition, students who register for these courses will have at least one proctored assessment on campus where the instructor will physically verify the identity of the student using a government issued photo id. Those students who are unable to attend a proctored assessment on Quincy College campus must make alternate arrangements using the approved guidelines associated with this policy. Proctor Agreement and Verification Forms are available in enrollment services and on www.quincycollege.edu.